HUD/Immigration and Naturalization Service (INS) Verification
of Non-citizens Transitioning Process

This note provides information on an upcoming change in the Systematic Alien Verification for Entitlements (SAVE) program which Owners and Managing Agents use to perform verification of non-citizens at admission and annual recertification in assisted housing programs.

Currently, Owners/Managing Agents access the immigration status of non-citizens under the SAVE Program, using a touch-tone telephone method. The Immigration and Naturalization Service (INS) will be phasing out this method on or about February 15, 2003. INS will be working with HUD to transition all users from the touch-tone telephone method to the SAVE PC System 2 Automated Status Verification System (ASVS).

The SAVE PC System 2 Automated Status Verification System (ASVS) will require that Owners/Managing Agents be issued a new password from INS. The following list describes the hardware and software specification requirements necessary for accessing ASVS. The INS will mail directly to Owners/Managing Agents a disk with the PC System 2 ASVS software and computer-based training, a Quick Reference Guide and written instructions. HUD will make available on its website the INS website address for Owners/Managing Agents to download additional materials and guidance for the SAVE PC System 2/ASVS. The ASVS is a system developed to increase security safeguards, and provide faster and better service. The ASVS process moves towards a fully automated system for handling the delivery of immigration status information. The ASVS process will provide, at a minimum:

-       A reduction in response time for secondary verification queries from the current time of 10 days to 3-5 days;

-       Increased data security; and

-       Reduced cost per query from the current $.79 for primary verification to $.22.

Owners that do not have access to a personal computer will need to use the paper process (Form G-845) to complete immigration status verification. The instructions for this process are contained in the INS SAVE Program Users Manual.

Upon the effective date of the implementation of (ASVS), the touch-tone telephone method will be phased-out. HUD will no longer be issuing user access codes to Owners for verifying the immigration status on non-citizens. The expenses associated with converting and upgrading to this new process is an eligible project expense.

For HUD program questions, please contact Cynthia Thomas at 202-708-3300 ext. 3686. For INS program questions, please contact Phyllis Lancaster at 202-514-2317.

Hardware and Software Specifications for
PC1, PC2 and PC3

The hardware and software requirements for PC1, PC2, and PC3 are:

A PC running Windows 95 or later. The system has been tested with Windows 95, 95 OSR 2, 98, 98SE, NT4.0 with Service Pack 3 or higher, 2000, and XP.

The application was tested at various times with the following processor chips:

Intel Pentium
Intel Pentium 2
Intel Pentium 3
Intel Celeron
AMD Athlon
AMD K6
AMD Duron
Cyrix 166

A modem installed and configured on the machine.

A telephone line for the modem.

A CDROM drive to install the software.

The video display should be set for a resolution of 800X600 or higher. Test machines have PCI or AGP graphics boards. The application uses the Windows video drivers, so the brand of video board has no effect.

Up to 18 megabytes of free hard disk to install, up to 10 megabytes of space is used once installation is complete. Less disk space will be required for users with Office 97 (with Access) or later installed.

At least 64 megabytes of RAM is recommended, although the application was tested with 32 megabyte machines.

A 400 MHz or faster machine is recommended. Machines were tested as slow as a Cyrix Pentium 1 clone running at 166 MHz, the slowest available for testing. The laptop used for demonstrations is a 300 MHz Pentium. Screen updates take a second or two in some cases with this machine.

A printer is highly recommended although not mandatory. The application supports network and standalone printers. Network printers have to be configured under Windows, the application will use the default printer for the users machine or allow the user to select any alternate printer that is available to their machine. The software works on most commodity PCs made with the past 6 years.